TIMEaccess Bi-Weekly Supervisors Training Guide

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<u>Notice</u>

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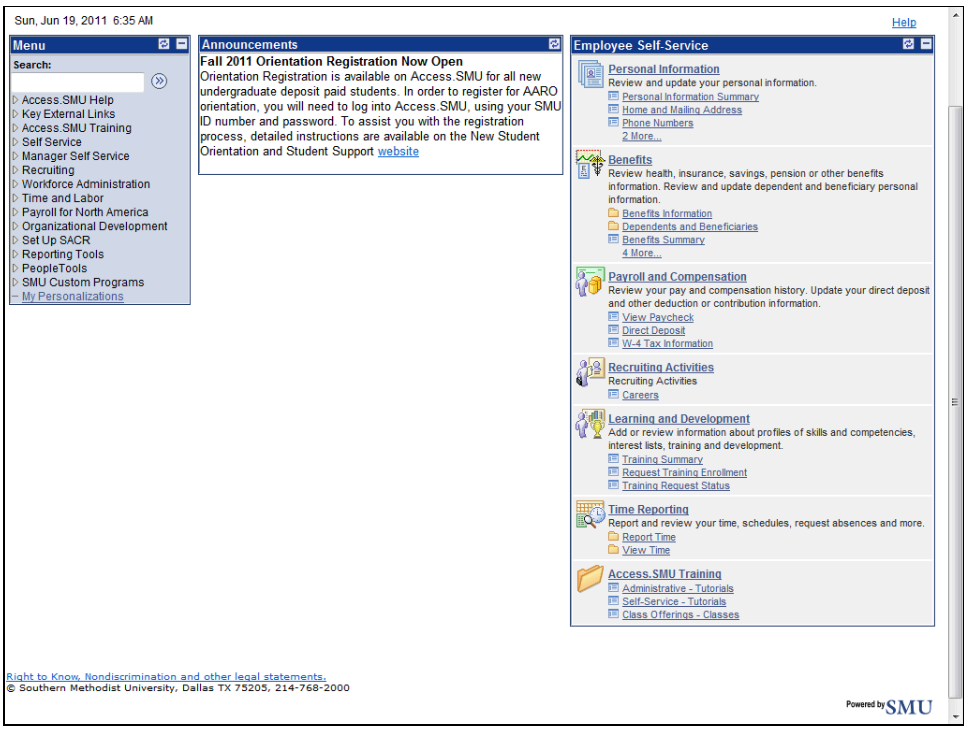
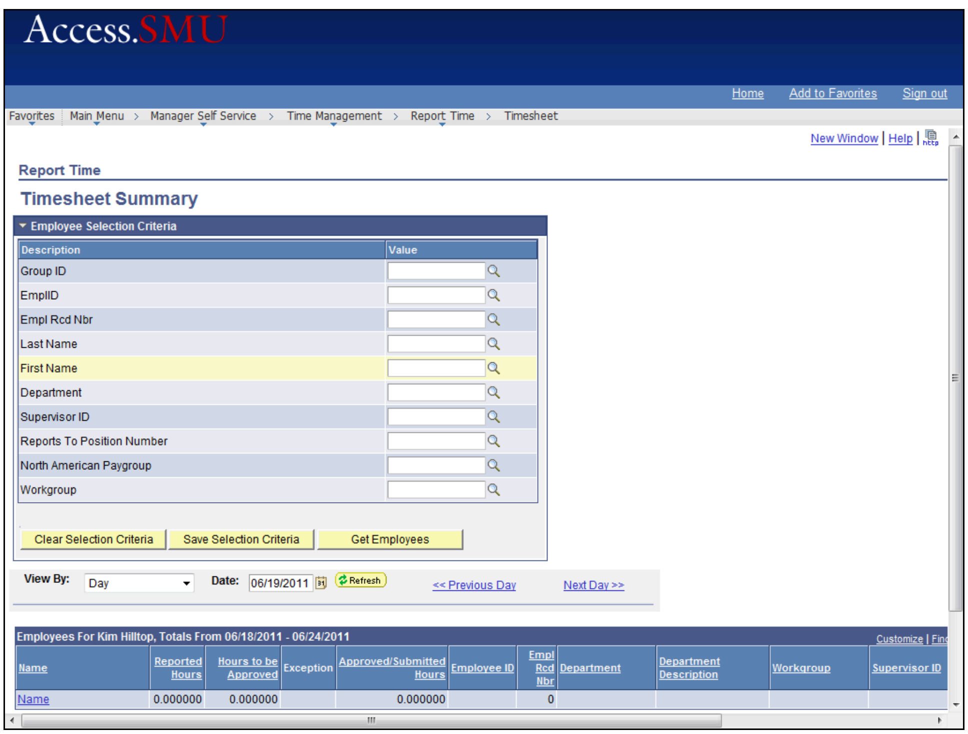


Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Under **Time Management**, click the **Report Time** link. Report Time
3.	Click the **Timesheet** link. Timesheet

Step	Action
4.	**Searching for Employees:** The **Employee Selection Criteria** will allow you to search for employees in multiple ways. See the following examples: • Enter the **Group ID** to retrieve all bi-weekly employees. • Enter the letter "B" in the **Group ID** to retrieve all bi-weekly employees. **Note:** Group ID's that begin with "M" refer to monthly employees. Those that begin with "B" are for bi-weekly employees. • Enter an employee's **Empl ID** (SMU ID).
5.	• Search using **Last Name** and **First Name** fields. **Note:** If you are searching by name, you **must** enter the name in title case, i.e., John Doe. If the name is populated in lowercase you **will not** retrieve results. • Enter an org number into the **Department** field. • To retrieve all employees click the **Get Employees** button. **Note:** This search will populate both bi-weekly and monthly employees that are assigned to you.



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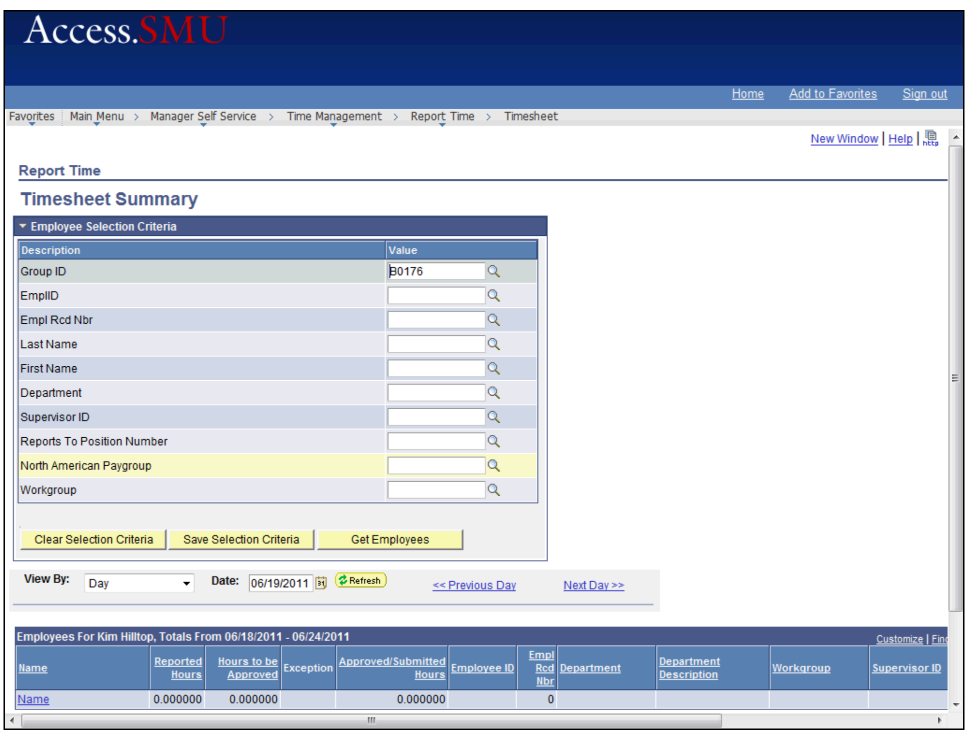
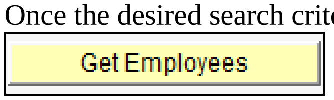
Step	Action
6.	**Searching by Group ID:** Multiple **Group ID's** may be assigned to you for bi-weekly and monthly employees. If you are unsure of your Group ID, click the **Look up** button. **Note:** For security purposes, when changes are made to your group, you may be asked to provide your Group ID when submitting Help Desk requests. 
7.	On the **Look Up Value** screen click the **Look Up** button. 
8.	Click the desired **Group ID** link.
9.	Criteria can be saved for a later search by selecting the **Save Selection Criteria** button. To return to the default search containing empty values select the **Clear Selection Criteria** button and then **Save Selection Criteria**. This will overwrite previously saved criteria.



Step	Action
10.	Once the desired search criteria has been entered, click the **Get Employees** button. 

Step	Action
11.	Click the **Name** of the desired employee.
12.	Employee information will display at the top of the page. The **Click for Instructions** link will provide detailed information regarding the page you are viewing. Instructions can be collapsed by selecting the **Click to hide Instructions** link.
13.	**Available Views:** The default **Time Period** view will display. Use the **View By**: drop down list to select the **Week** or **Day** view. (If viewing by day, enter the desired day in the **Date** field.) Then, select **Refresh** to see the date chosen in the selected view.
14.	**Editing Pay Periods:** You can view previous or future pay periods by clicking on the **Previous Time Period or Next Time Period** links. **Note:** TIMEaccess will allow you to edit two previous pay periods and one future pay period.
15.	**Viewing Employees:** You can also navigate between employees by selecting the **Previous Employee** or **Next Employee** links.
16.	**Reported Hours:** Information about **Reported Hours** is displayed at the top of the page. **Note:** This is raw data and does not reflect Payable Time. To view instructions for Payable Time see the training materials *"View Payable Time Details"* or *"View Payable Time Summary."*

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Step	Action
17.	**Important!** • Every employee should have an initial **IN** punch when the day's work is started. • When the employee takes a lunch (or meal) break, his time record will reflect a **MEAL OUT** and subsequent **IN** punch. • An **OUT** punch is required at the end of each workday. **There is no automatic [lunch] deduction, so ensure that the employee has correctly recorded his meal break.**
18.	The clock, **exception time icon**, indicates that there is an exception on an employee's timesheet. This must be resolved to ensure that the record reflects the correct activity for the time period **- before** you approve the employee's timesheet activity. For detailed instructions regarding exception time refer to the "Manage Exceptions" training materials.
19.	If an employee has worked more than 5.5 hours without a break, you will be alerted by the exception time icon. This will allow you to determine if an employee has worked through lunch (**working through lunch:** only IN/OUT punches need) **or** if meal punches were missed. (**Note:** This exception is referred to as a **HIGH -** allowable exception. Payable Time will not generate for hours for that day until either the exception is allowed by the supervisor, or meal punches are entered on the timesheet.)
20.	Click the **Exception** button.
21.	**Exception Information:** Certain exceptions are not allowable and will prevent time being passed through to Payroll. The disallowable exceptions are noted with a **High** severity level, you must correct these in order for the Payable Time to generate for that day or time span. You must return to the employee's timesheet and correct the row/data that generated the error. Other exceptions are allowable; they are "warnings" to prompt you that a condition exists in case you need to correct the timesheet. The allowable exceptions are noted with a **Medium** severity level. You can approve the exception by clicking the Allow next to the exception row and Save.
22.	To allow all exceptions, click the **Allow All** button. Then, click the **Save** button. Allow All

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Step	Action
23.	If you are only allowing "some" exceptions click the appropriate exceptions. Then, click the **Save** button. **Note:** If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every **15 minutes.** Save
24.	Click the **OK** button. OK
25.	To return to the timesheet, click the **Return to Previous Page** link. Return to Previous Page
26.	**Missed Punches:** If an employee has missed a punch an exception icon will display. You **must** correct these in order for Payable Time to generate for that day or time span. On the timesheet, click in the field that you need to edit and add the missing punch. Enter the desired information into the field. (**Note:** When entering time, always indicate if the time is am or pm by adding "a" or "p" after the time. Otherwise, the time entered will default to a.m.)
27.	**Retrieving Comments:** An employee can alert you about missed punches. The **Comments** icon will populate to signify a comment is available for viewing. Click the **Comments** icon. 
28.	The comment is available for your review. A time supervisor can also enter comments by clicking the **+ (add a new row)** button on the right side of the page. Once you add a comment click the **Save** button. **Note:** Once comments are entered they cannot be deleted or edited. Click the **Cancel** button to return to the previous page. Cancel
29.	**Adding Paid Time to an Employee's Current Work Day:** An employee may need you to add paid leave time for a personal appointment such as a doctor's visit. To add additional hours to an employee's workday (vacation, ill, jury, etc...) you **must** insert them on a separate row. To do so, **scroll** to the right at the bottom of the page. Select the appropriate row click the **Add** button to **Insert an additional row**. 

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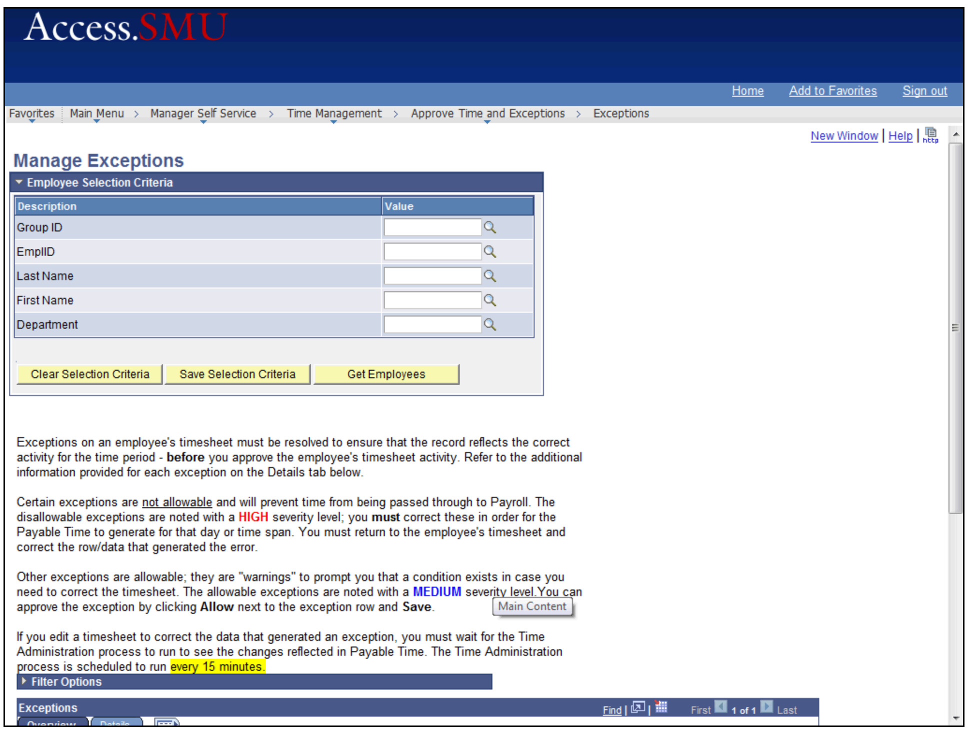
Step	Action
30.	A new row has displayed. Select the desired the **Time Reporting Code**.
31.	Enter the appropriate number of hours into the **Quantity** field.
32.	Click the **Submit** button to save changes. Submit
33.	A confirmation displays. Click the **OK** button. OK
34.	**Adding Paid Time to an entire day:** An employee may need you to record payable time for an entire day (ill, vacation, jury, etc.) On the empty row, select the desired form of payable time from the **Time Reporting Code** list item.
35.	Enter the desired information into the **Quantity** field.
36.	**Deleting Rows:** Rows can be deleted if necessary. (For example, you may have realized that you added vacation time to the wrong employee.) To delete a row, first **scroll** to the right. Then, click the **Delete** button.
37.	A delete confirmation page will display. Click the appropriate **Delete** button. Yes - Delete
38.	**Time Clocks:** When an employee uses a time clock to record hours, you will see the location of each different clock listed in a separate row under the **Time Collection Device Description** column.
39.	**Reported Hours:** Click the **Reported Hours Summary - click to view** link. Reported Hours Summary - click to view
40.	Reported hours are displayed. (**Note**: This is raw data. To view instructions for Payable Time see the *"View Payable Time Detail"* or *"View Payable Time Summary"* training materials.) Click the **Reported Hours Summary - click to hide** link. Reported Hours Summary - click to hide
41.	**Before you exit:** After completing your edits and review of the timesheet, click the **Submit** button. Submit
42.	**End of Procedure.**

Manage Exceptions

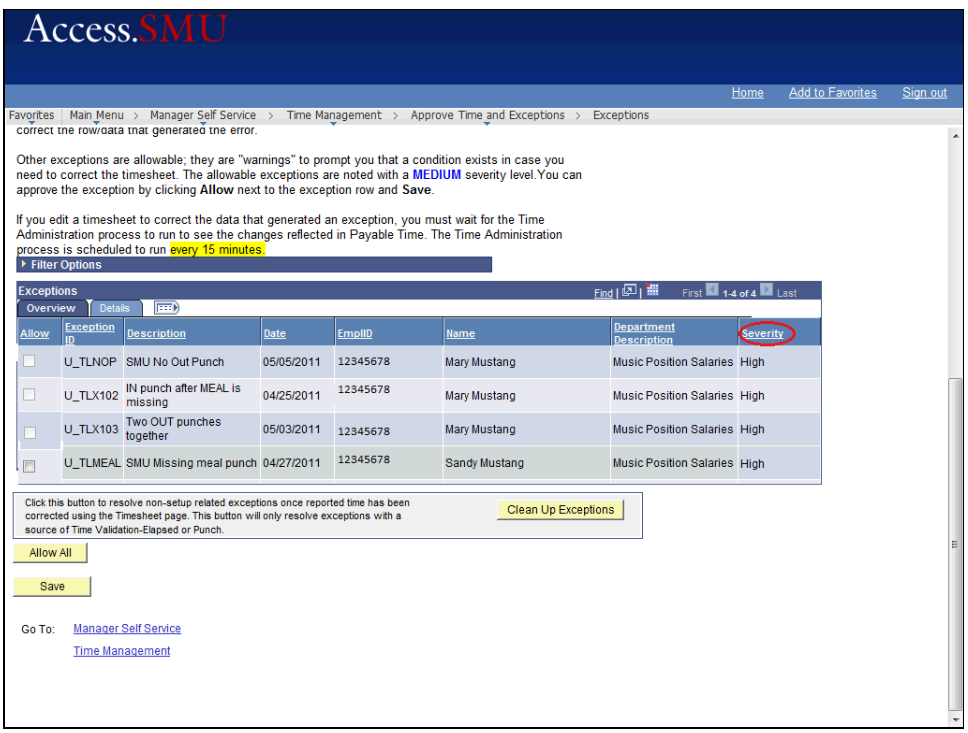
Procedure

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
4.	Click the **Exceptions** link. Exceptions



Step	Action
5.	Enter the desired **Employee Selection Criteria.** **Note:** If you are searching by name, you **must** enter the name in title case, i.e., John Doe. If the name is populated in lowercase you **will not** retrieve results.
6.	Click the **Get Employees** button. Get Employees

Step	Action
7.	Instructions for reviewing and correcting exceptions are displayed on the **Exceptions** screen. Read the instructions carefully to understand the exception and if/how it is affecting your employee's payable time.
8.	For more information on an exception, click the **Details** link. Details
9.	**Scroll** to the right.
10.	**Exception Data** displays. If needed, click the **Exception Description** for additional information. In the back of the training guide is an exception grid that you can reference. This includes very practical information of what type of exceptions you may be seeing and how to manage the exception.
11.	Click the **Overview** link to return to the original view. Overview



Step	Action
12.	Most exceptions with a **HIGH** severity level are <u>not allowable</u>. You **must** return to the employee's timesheet and correct the row/data that generated the exception, in order for the Payable Time to generate for that day or time span.

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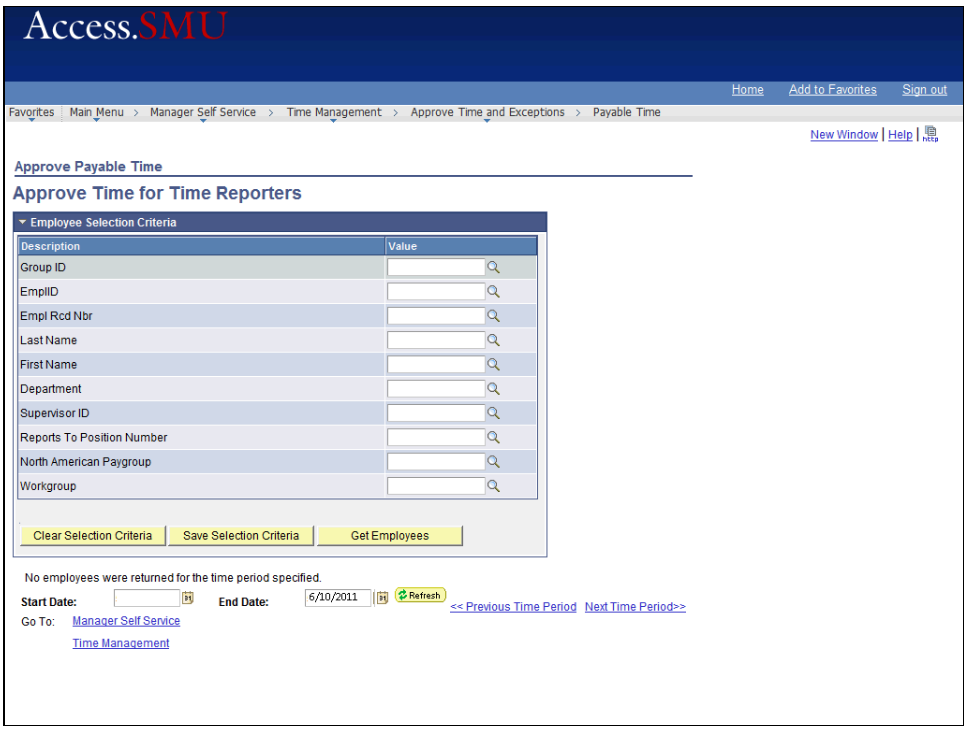
Step	Action
13.	Other exceptions are allowable; they are "warnings" to prompt you that condition exists in case you need to correct the timesheet. The allowable exceptions may have a **MEDIUM** or **HIGH** severity level.
14.	After careful review of the exception information, check the box for the exception you want to allow or click the **Allow All** button. **Note**: Only allowable exceptions will be selected.
15.	Click the **Save** button. Save
16.	A confirmation displays, click the **OK** button. **Remember!** If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every 15 minutes but may take longer during peak usage times. OK
17.	**End of Procedure.**

Approving Payable Time

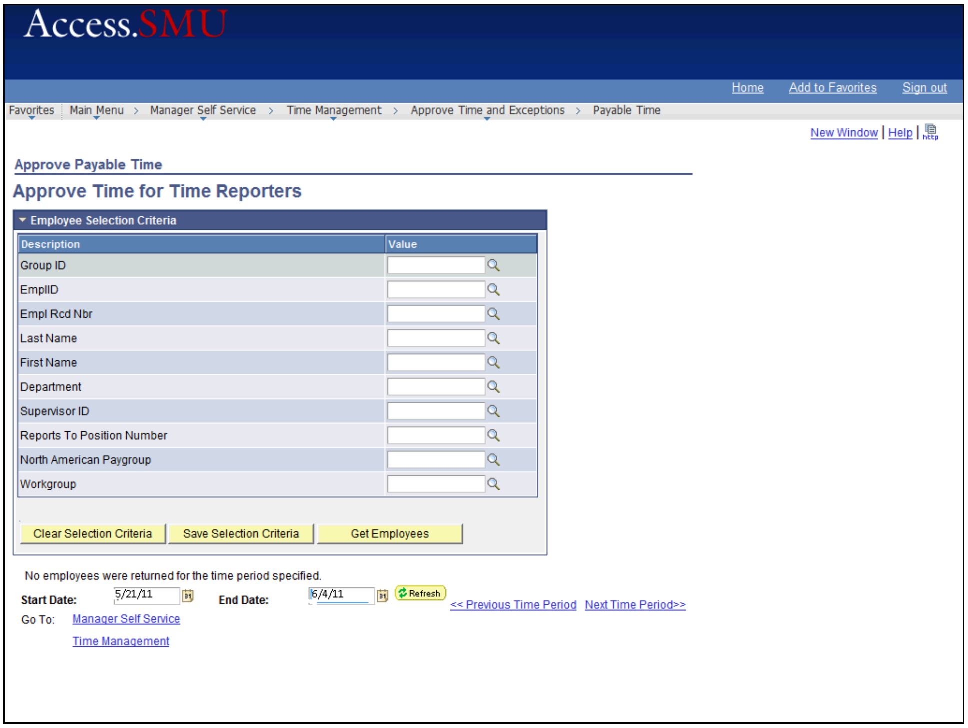
Procedure

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
4.	Click the **Payable Time** link. Payable Time
5.	You can search for employees in multiple ways. For more information, refer to the "*Timesheet Adjustments: Current, Previous & Future Pay Periods"* training material.

Step	Action
6.	**Important:** The Approve Payable Time Page will default to the current time period. Review the dates and change as needed. Enter the dates into the **Start Date:** and **End Date** fields or use the **Previous Time Period** or **Next Time Period** links. You can also clear both the date fields to see a list of all employees that need time approved.



Step	Action
7.	Select the **Previous Time Period** link. << Previous Time Period



Step	Action
8.	Click the **Refresh** or the **Get Employees** button. Refresh
9.	**Viewing the Detail of an Employee's Payable Hours before Approving** From the list of employees whose records need to be approved, click on an employee's **Name** link. This will show you the detail of the employee's hours, by date and type of hours. (REG, VAC, etc.) Mustang, Mary

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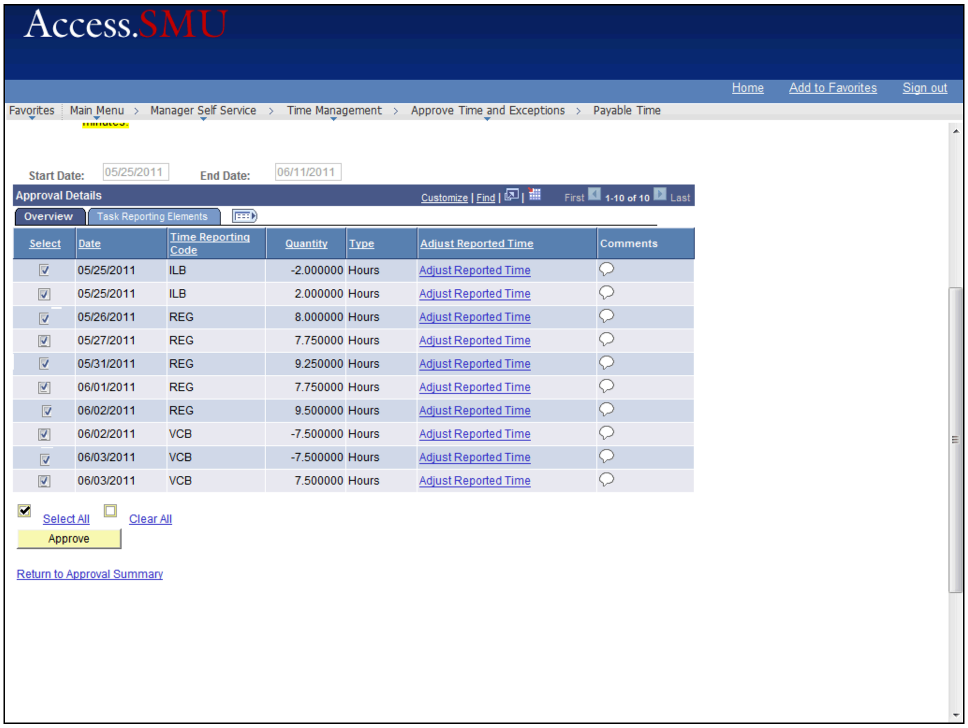
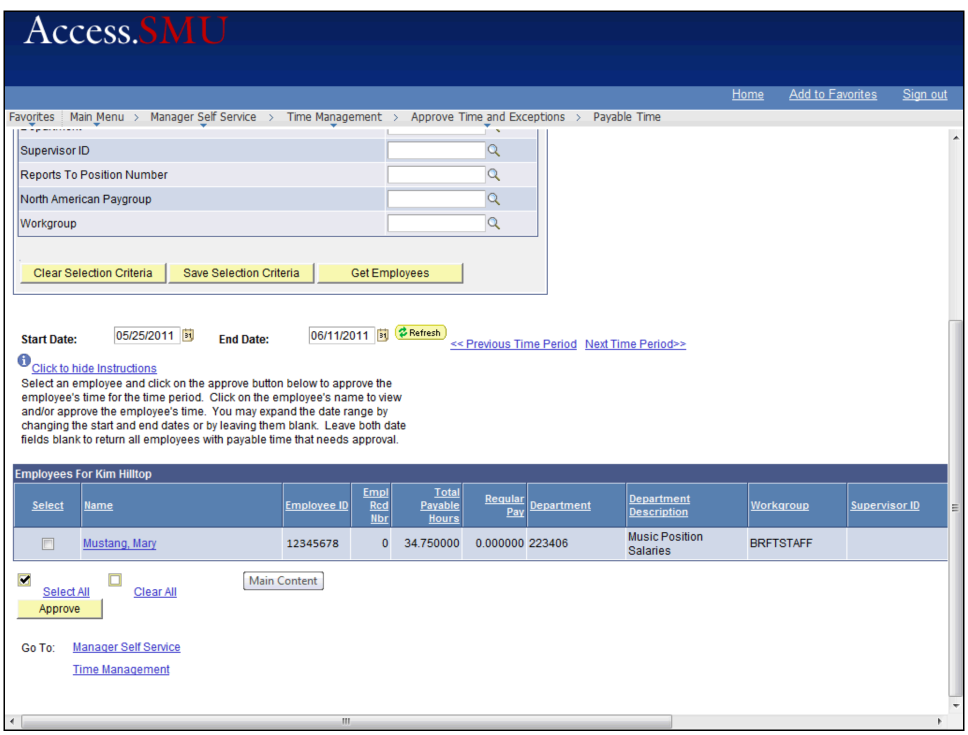


Step	Action
10.	If all is correct, click **Select All** and then click **Approve**. Approve



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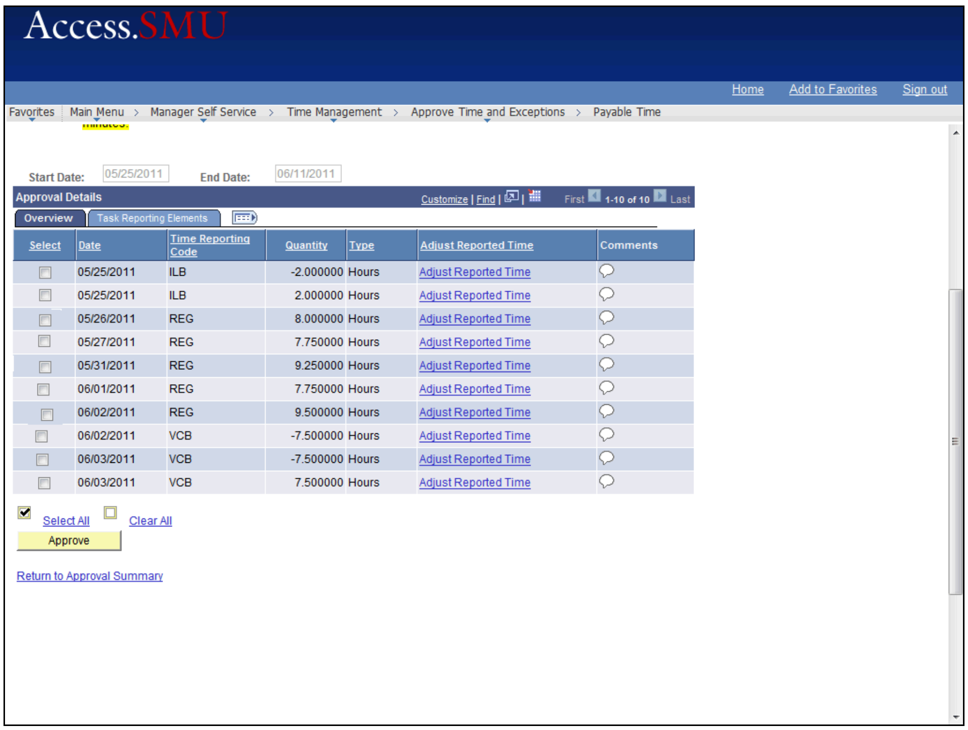
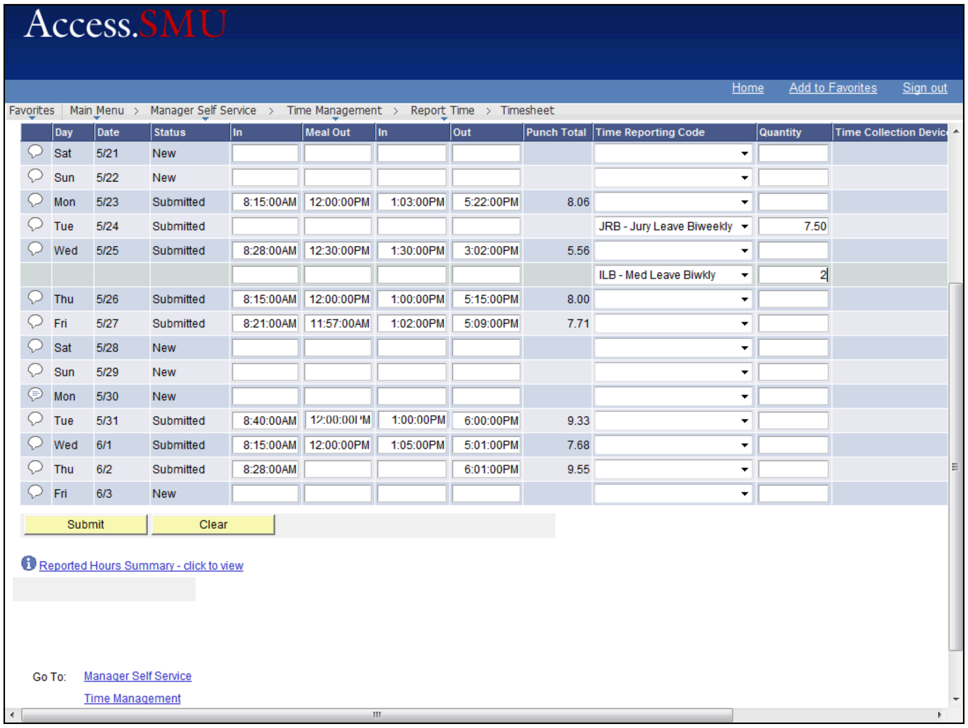
Step	Action
11.	**Adjusting Time through the Approve Payable Time Page:** If you have an employee whose time needs to be adjusted, you can return to the time sheet by clicking on the employee's **Name.** Mustang, Mary



Step	Action
12.	Select the appropriate row and click **Adjust Reported Time.** Adjust Reported Time

Training Guide



Step	Action
13.	Edit the timesheet as needed. Click the **Submit** button. Submit
14.	Click the **OK** button. You will need to return to the **Approve Time and Exceptions** page after the Time Administration process has run to resubmit the new time. OK
15.	**Note:** If you make changes to the timesheet, you must wait for the next Time Administration process to complete its cycle before you can **Approve** the revised hours. Click the **Return to Select Employee** link, if you have more records to approve. Return to Select Employee
16.	**Approving Multiple Employee Records:** Multiple employees can be approved at once by clicking the **Select All** link.
17.	If necessary, you can deselect an employee by checking the appropriate line. You can also check the **Clear All** link to deselect all employees.
18.	Click the **Approve** button. Approve

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Step	Action
19.	Every time you select the approve button you will see a message that indicates that you cannot unapprove the time once you complete this step. Please know that you can, however, go back to the timesheet using the Adjust Reported Time link. This will take you back to the employee's timesheet where you can make additional entries or edits to change the calculated time as appropriate. If you make any changes to the Timesheet you will need to approve the newly processed time. Please keep in mind that the new or changed hours will not show up for approval until a new Time Administration process finishes. Click the **OK** button. OK
20.	The **Save Confirmation** page will display to let you know that the Save was successful. Click the **OK** button. OK
21.	**End of Procedure.**

Manager Search Options: Setting Defaults

Procedure

Setting your defaults in TIMEaccess is a one-time setup that is recommended. You can modify the Employee Selection criteria fields to only display the fields that you use on a regular basis.

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Manager Search Options** link. Manager Search Options

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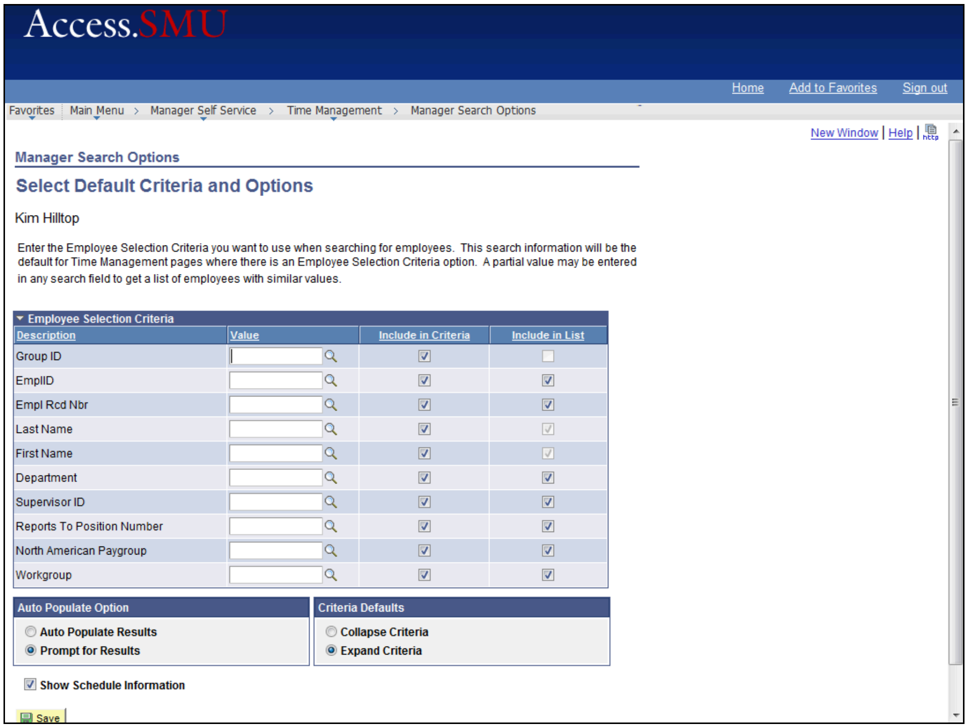

Step	Action
4.	You can narrow the **Employee Selection Criteria** displayed on TIMEaccess pages by deselecting the **Include in Criteria** option for those fields you would like to exclude on your search pages. By doing this, you can customize the page to display only the criteria that you typically use. 
5.	Deselect the **Include in List** options for those fields that should not display in the list results. 

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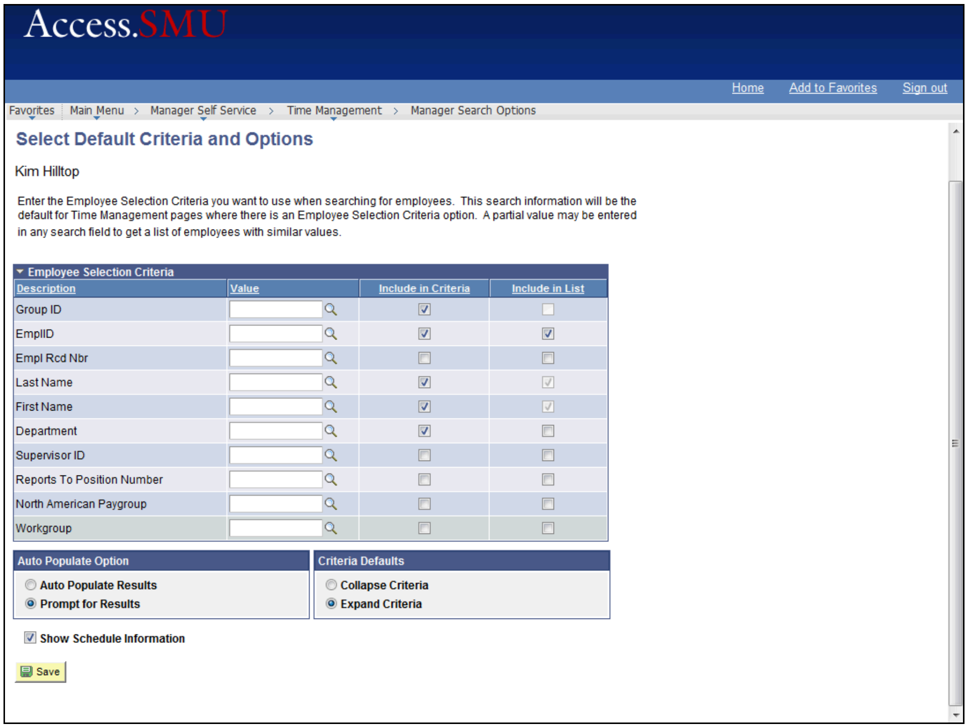

Step	Action
6.	Click the **Save** button. Save
7.	The **Employee Search Criteria** is now set to the desired criteria and will display this criteria on all TIMEaccess pages. At any point you can return to the Manager Search Options page to edit criteria.
8.	**End of Procedure.**

View Payable Time - Summary

Procedure

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **View Time** link. View Time

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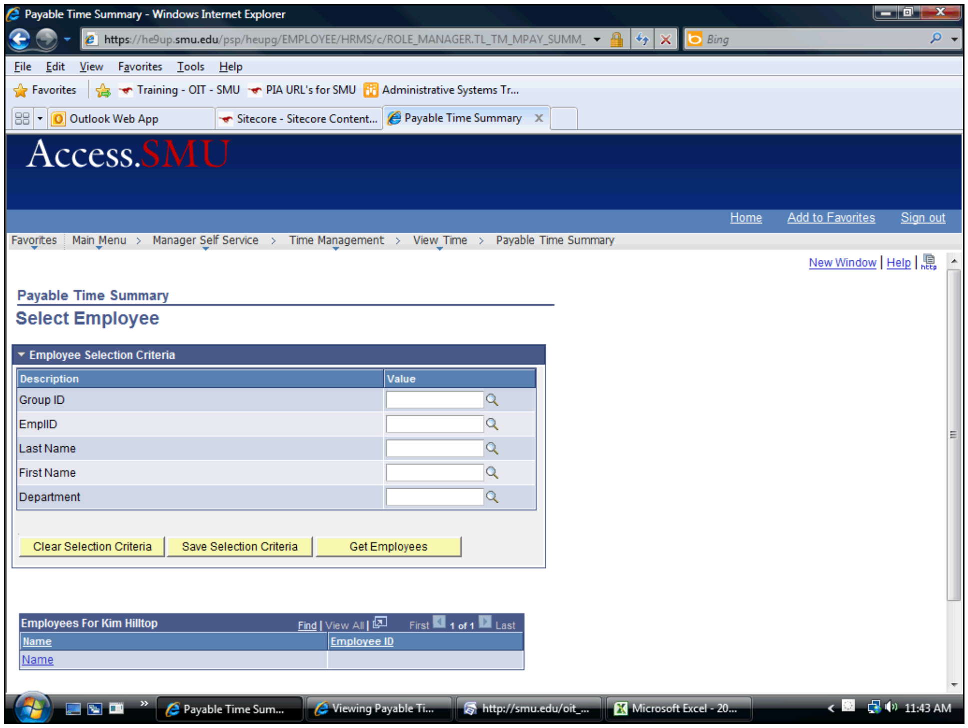
Step	Action
4.	Click the **Payable Time Summary** link. Payable Time Summary



Step	Action
5.	You can search for employees several different ways. Click the **Look up** button next to **Group ID**.
6.	Click the **Look Up** button. Look Up
7.	Select the appropriate "**B**" Group ID. For example, click the **B0176** link.
8.	Click the **Get Employees** button. Get Employees
9.	Select the appropriate employee.
10.	Enter the desired information into the **Start Date** field. Note: The Payable Time Summary will display a seven day time span.
11.	Click the **Refresh** button. Refresh
12.	The payable time information is now displayed.

Step	Action
13.	Click the **Detail Page** link. Detail Page
14.	The Detail Page allows you to view Payable Time by total hours per day as well as view the status of each day's hours.
15.	Click the **Summary Page** link to return to the original view. Summary Page
16.	You can also click the **Return to Select Employee** link to view any additional employees. Return to Select Employee
17.	**End of Procedure.**

View Payable Time - Detail

Procedure

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **View Time** link. View Time
4.	Click the **Payable Time Detail** link. Payable Time Detail

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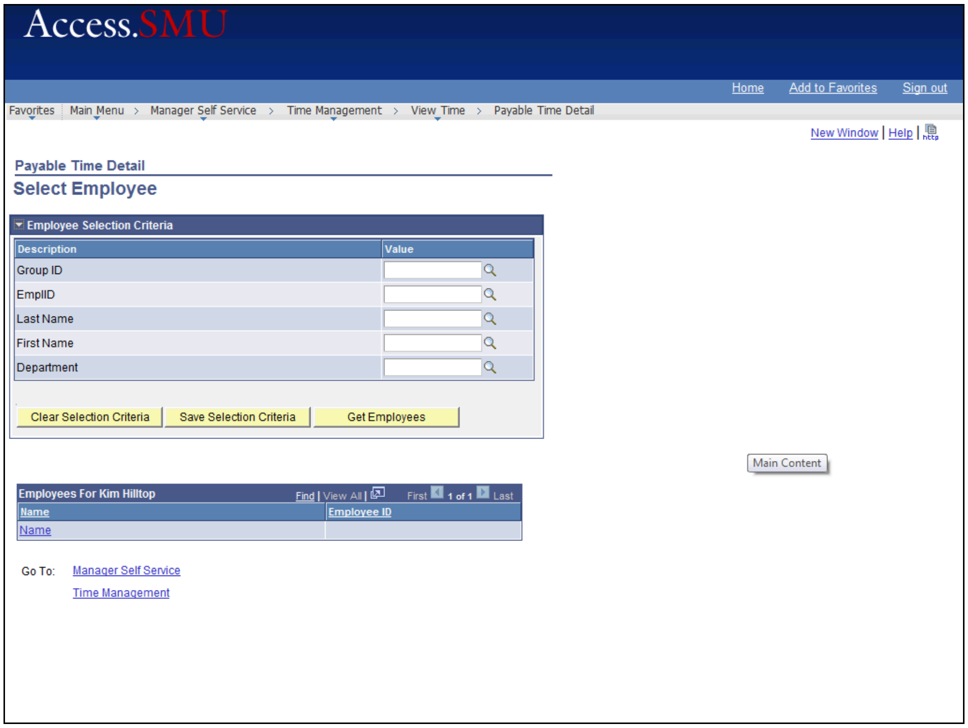
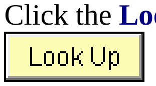
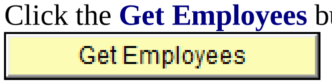


Step	Action
5.	There are many ways to search for employees. Click the **Look up** button next to **Group ID**. 
6.	Click the **Look Up** button. 
7.	Select the appropriate group ID that begins with a **B** to view those bi-weekly employees.
8.	Click the **Get Employees** button. 
9.	Select the appropriate employee from the list generated by your search. There may be additional pages for you to click through.
10.	The end date will default to the end of the current pay period (based on the employee selected), and the start date will reflect 30 days prior.
11.	Enter the desired information into the **Start Date** field.
12.	Enter the desired information into the **End Date** field.
13.	Click the **Refresh** button. 
14.	Payable time for the employee is now displayed.
15.	You can view additional employees by using the **Previous Employee** and **Next Employee** buttons located on the page.

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Step	Action
16.	You can also filter reported time to find more specific data. Click the **Arrow** to expand the **Payable Status Filter** button.
17.	Click the **Clear All** link. Clear All
18.	Now that all of the boxes are unchecked you can select payable time that would fall only under the categories that you select.
19.	Click the **Refresh** button. Refresh
20.	The employee's payable time, filtered by status, is now displayed.
21.	To return to the employee selection screen, click the **Return to Select Employee** link. Return to Select Employee
22.	**End of Procedure.**

View the TIMEaccess Launch Pad

Procedure

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **View Time** link. View Time
4.	Click the **TIMEaccess Launch Pad** link. TIMEaccess Launch Pad

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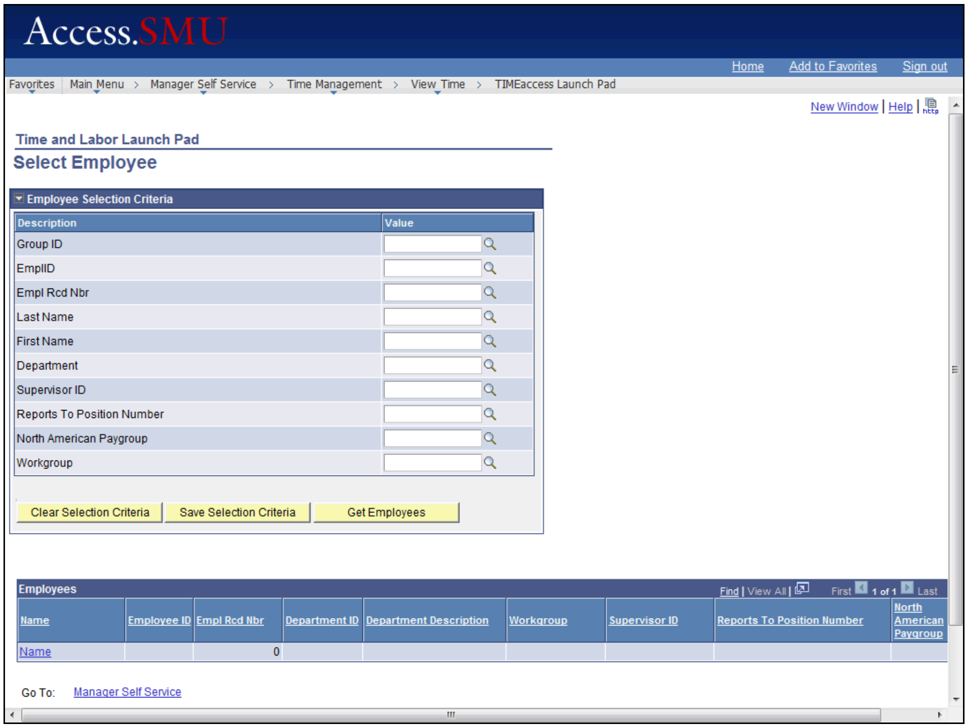

Step	Action
5.	There are many ways to search for employees. You may search for one employee by using their name or Empl ID, or to look up all your employees you can enter the appropriate Group ID. Click the **Look up** button next to **Group ID**.
6.	Click the **Look Up** button. Look Up
7.	Click the **Group ID**.
8.	Click the **Get Employees** button. Get Employees
9.	Find and select the desired employee.
10.	Select the **Payable Hours** list item. Payable Hours
11.	Click the **View** button. View
12.	You can navigate between months by clicking the **Previous Month** and **Next Month** buttons.
13.	You can navigate between employees by clicking the **Previous Employee** and **Next Employee** buttons.

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Step	Action
14.	A key is located at the bottom of the page to explain the various codes on each day of the calendar.
15.	A blue underlined date indicates that there is activity reported on this day. Click the **Date** to go to the Details Page for a given day. 3
16.	The details about an individual day are now displayed.
17.	When you are finished viewing the information, click the **Return to Calendar** or the **Return to Select Employee** link.
18.	**End of Procedure.**

Time Card Report

Procedure

Step	Action
1.	Click the **SMU Custom Programs** link. ▷ SMU Custom Programs
2.	Click the **SMU Compensate Employee** link. SMU Compensate Employee
3.	Click the **TIMEaccess** link. TIMEaccess
4.	Click the **Reports** link. Reports
5.	Click the **TimeCard Reports** link. TimeCard Reports

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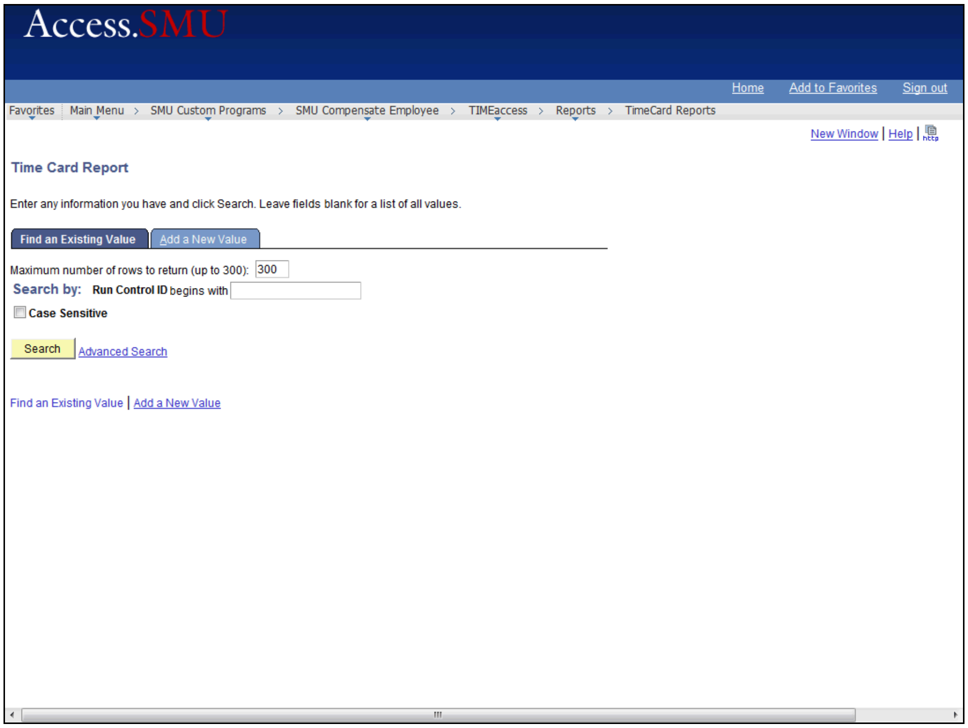

Step	Action
6.	Click the **Add a New Value** tab. The first time you run this report you will need to add a **Run Control Value.** (The next time you run this report, you will want to click **Search** while in the Find an Existing Value tab to select your **Run Control ID**. **Note:** You only need to set your run control ID once.) Add a New Value
7.	Enter the desired information into the **Run Control ID** field.
8.	Click the **Add** button. Add
9.	Enter the desired information into the **Start Date** field.
10.	Enter the desired information into the **End Date** field.
11.	Click the **Look up Group ID** button.
12.	Click the **Look Up** button. Look Up
13.	Select the appropriate entry in the Group ID column.
14.	Click the **Run** button. Run

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Step	Action
15.	**There are three reports available:** Time Card by Employee - This report is sorted by employee last name Time Card by EE (employee) by Dept - This report is sorted by org # then employee last name Time Card for Signature - This report is sorted by employee last name and includes a signature line for both employee and approver
16.	Select the box next to the desired report.
17.	Click the **OK** button. OK
18.	Click the **Process Monitor** link. Process Monitor
19.	If your report comes up as "Queued" or "Processing" you may have to periodically click the **Refresh** button until the Run Status of your report is listed as "Success".
20.	Click the **Details** link for the report you have run. Details
21.	Click the **View Log/Trace** link. View Log/Trace
22.	Select the **PDF** file.
23.	Your report is now displayed.
24.	**End of Procedure.**

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Payable Time Period Summary Report

Procedure

The Payable Time Period Summary was developed to provide you summarized information regarding the payable time for your employees, for a time period that you define.

Step	Action
1.	Click the **SMU Custom Programs** link. SMU Custom Programs
2.	Click the **SMU Compensate Employee** link. SMU Compensate Employee
3.	Click the **TIMEaccess** link. TIMEaccess
4.	Click the **Reports** link. Reports
5.	Click the **Payable Time Period Summary** link. Payable Time Period Summary
6.	You should establish a Run Control ID that you will use only for generating this report, since the settings for this Run Control ID will be saved. When you return to run this report again you will want to use the Find an Existing Value tab to pull up your Run Control ID.

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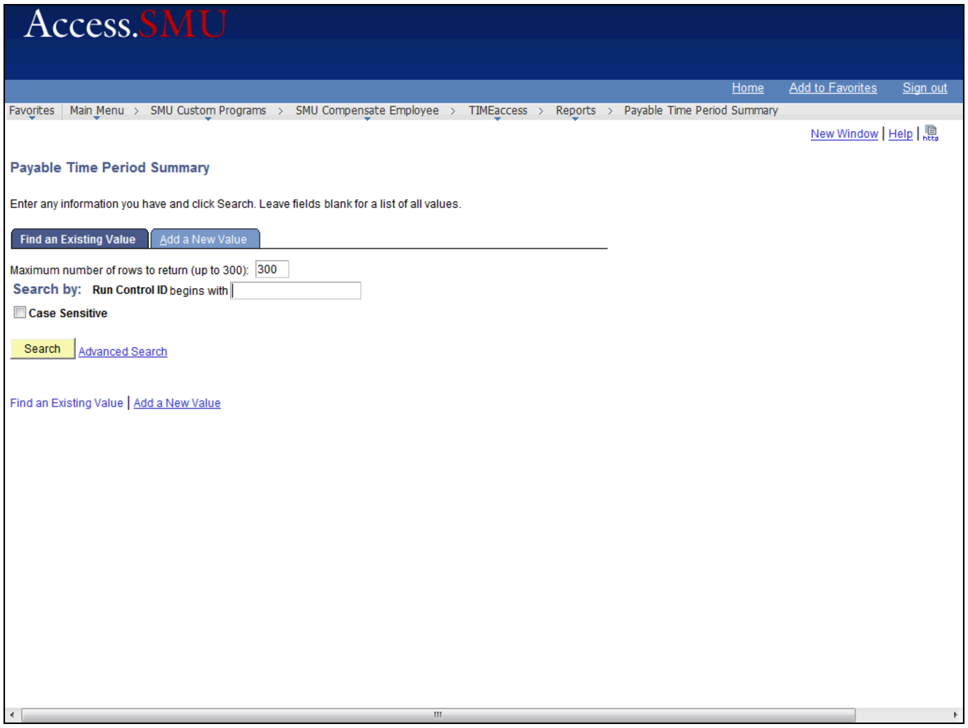


Step	Action
7.	Begin by selecting the **Add a New Value** tab. Add a New Value
8.	Enter the desired information into the **Run Control ID** field. You should name your Run Control ID something relevant to this report, such as PTPS-<Your Group ID>.
9.	Click the **Add** button. Add
10.	You may use this report for as many or as few employees as you like - just be sure to specify the correct Empl Rcd Nbr for each individual employee if you are selecting particular individuals. (If you do not know these values, run the report for your Group ID instead, to ensure that you get data for all your employees/records.
11.	Click the **Look up Group ID** button.
12.	Click the **Look Up** button. Look Up
13.	Select the appropriate set of employees from the Group ID column.
14.	The dates will always default to the previous biweekly pay period's Begin and End Dates. You can change these values to reflect the time period you desire - one day, one week, one month, etc.
15.	Click the **Run** button. Run

Step	Action
16.	Click the **Format** list. PDF
17.	The Process Scheduler Request page will allow you to specify the desired format of your report. The default is PDF; this will generate a .pdf report for you to view "on paper." If you supervise several employees, it is likely that you will prefer to download your report data into Excel using its sorting and filtering functionality. In this case you will want to select the CSV file format. (Whichever you select will be saved as the new standard for this report in your Run Control ID for future processing.)
18.	Click the **OK** button. OK
19.	Click the **Process Monitor** link to view the Run Status of your report. Process Monitor
20.	When the Run Status displays **Success**, click the **Details** link. If the item is still listed as "Queued" you may have to click the Refresh button periodically until your report is posted. Details
21.	Click the **View Log/Trace** link. View Log/Trace
22.	Click the **U_TLTIME_XXXXXX.PDF** link. (This is your report data.)
23.	The report is now displayed.
24.	**End of Procedure.**

Payable Status Report

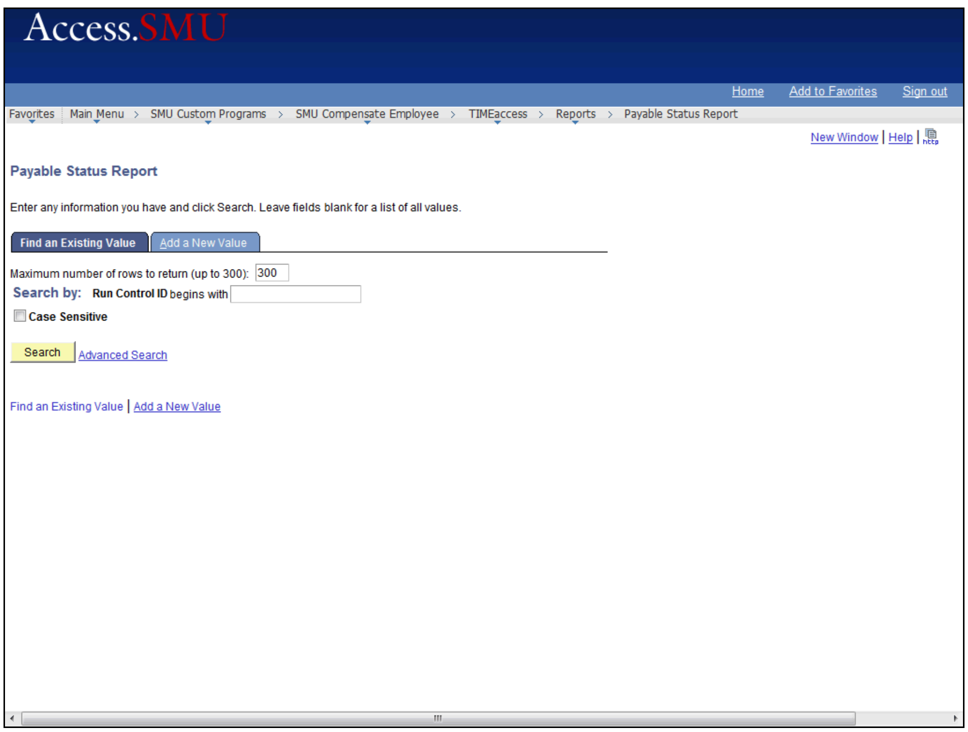
Procedure

The Payable Status Report was developed to provide you information regarding the status of an employee's payable time for each day during a user specified range of dates.

Step	Action
1.	Click the **SMU Custom Programs** link. SMU Custom Programs
2.	Click the **SMU Compensate Employee** link. SMU Compensate Employee

Training Guide

Step	Action
3.	Click the **TIMEaccess** link. TIMEaccess
4.	Click the **Reports** link. Reports
5.	Click the **Payable Status Report** link. Payable Status Report
6.	You should establish a Run Control ID that you will use only for generating this report, since the settings for this Run Control ID will be saved. When you return to run this report again you will want to use the Find an Existing Value tab, then click Search to pull up your Run Control ID.



Step	Action
7.	Click the **Add a New Value** tab. Add a New Value
8.	Name your **Run Control ID** something relevant for this report such as PSR-<Your Group ID>.
9.	Click the **Add** button. Add

Training Guide

Step	Action
10.	You may use this report for specific employees - just be sure to specify the correct Empl Rcd Nbr for each employee. If you do not know this value, run the report for your Group ID instead, to ensure that you get data for all of your employees/records.
11.	Click the **Look up Group ID** button.
12.	Click the **Look Up** button. Look Up
13.	Click the appropriate **Group ID** link.
14.	Enter the desired information into the **From Date** field.
15.	Enter the desired information into the **Thru Date** field.
16.	Now select from the various Payable Status options. These will filter the records populating the report to only those that fall under the selected criteria.
17.	Click the **Approved** option. Approved
18.	Click the **Closed** option. Closed
19.	Click the **Needs Approval** option. Needs Approval
20.	Click the **Run** button. Run
21.	Click the **Format** list.
22.	The Process Scheduler Request page will allow you to specify the desired format of your report. The default is PDF; this will generate a .pdf report for you to view "on paper." If you supervise several employees, it is likely that you will prefer to download your report data into Excel using its sorting and filtering functionality. In this case you will want to select the XLS file format. (Whichever you select will be saved as the new standard for this report in your Run Control ID for future processing.)
23.	Click the **OK** button. OK
24.	Click the **Process Monitor** link to view the Run Status of your report. Process Monitor
25.	If your report is still listed as "Queued" then periodically click the **Refresh** button to check on the status. Refresh

Training Guide

Step	Action
26.	When the Run Status displays Success, click the **Details** link. Details
27.	Click the **View Log/Trace** link. View Log/Trace
28.	Click the **PDF** link. (This is your report data.)
29.	Your report is now displayed.
30.	**End of Procedure.**